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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

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March 18, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 19

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Outgoing Letters which Discuss Responsibility and
Jurisdiction of Other Agencies

Mr. C. W. Kitchen, Deputy Director, has directed a memorandum, dated March 3, to all Branch Chiefs regarding the above subject. For your information the contents of the memorandum are given below. The procedure as outlined by Mr. Kitchen should be carefully followed by all persons responsible for the preparation of this type of correspondence.

"In going over jacketed letters (for the signature of the Secretary, others in his office, and of the Director) I have noted that we have been prone to dismiss with too much indifference many problems referred to the Department on the ground that jurisdiction and responsibility have been specifically assigned to some other agency. This is done in many instances despite our being actively engaged in working with the other agency on the particular problem. Some of the most common questions involved are price ceilings, manpower, and rationing.

The Food Distribution Administration and the Department have a very deep-seated interest in such problems, and we should in our own interest actively work with the other agencies to bring about the needed action. Our letters should reflect this aggressiveness. Moreover, we should take advantage of the opportunity of pointing out that we are working with such and such an agency on the problem, and we should actually do so until a solution is achieved. In any event, by such activity, we can place ourselves in a better position to offer an intelligent and informative answer.

I believe that if we follow the foregoing procedure we will place the FDA and the Department in a much better light, and will provide ourselves with concrete evidence that we are endeavoring to correlate our actions with those of other agencies that bear the same problem.

H. C. Albin

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